

# PASSENGER RESERVATION REQUEST – TDY TRAVEL

1. COMMAND		2. DATE		3. TYPE <input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE		NAVPTO USE ONLY	
4. POINT OF CONTACT		5. PHONE		6. E-MAIL ADDRESS		REF SHLOC DATE/CHK	
COPY OF TRAVEL ORDERS IS REQUIRED TO FINALIZE BOOKINGS.						AMC FLT INFO ATTACH PORT CALL IF BOOKED	
						NO-AMC CERT	
						TRAVL ADVISE MSG DTG	
TRAVELER INFO (IF GROUP ORDERS, ENTER SENIOR TRAVELER AND ATTACH LIST)							
7. NAME (Last, First, MI)		8. RANK/RATE		9. SSN			
10. PHONE NUMBER		11. E-MAIL ADDRESS				TYPE TRAVEL	
12. DEPARTURE DATE		13. RETURN DATE:		14. AUTHORIZED REST STOP:		MIP	
15. TDY DESTINATION #1:		16. TDY DESTINATION #2:		17. TDY DESTINATION #3:		18. AUTHORIZED TO USE PENALTY FARES / DISCOUNTED TICKETS (MINIMUM TWO DAYS REQUIRED)  <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>NOTE: MEMBER MAY BE LIABLE FOR THE COST OF TICKETS IF TAD IS CANCELLED.</b>	
REPORT NLT DATE/TIME:		REPORT NLT DATE/TIME:		REPORT NLT DATE/TIME:			
19. TYPE SEAT REQUESTED <input type="checkbox"/> WINDOW <input type="checkbox"/> AISLE <input type="checkbox"/> NON-SMOKING (IF APPLICABLE)							
20. OFFICIAL ROUTING DATE FROM TO				21. ALTERNATE ROUTING REQUESTED BY MEMBER DATE FROM TO			
22. LODGING REQUEST: (CNO 132255Z SEP 95 REQUIRES ALL NAVY BQ AND COML LODGING MUST BE BOOKED THROUGH THE CTO) NAVY BASE LOCATION:  SCHOOL OR COMMAND TDY TO: PHONE NO. AT TDY SITE: IF BQ NOT AVAILABLE PREFERRED HOTEL: HOTEL LOCATION: GUARANTEE LATE ARRIVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO TIME IF YES, C/C NAME/NO/EXP OR CONTACT CTO:				NOTE: MEMBER MUST PAY ADDITIONAL COST FOR REQUESTED INDIRECT ROUTING, IF ANY 23. RENTAL CAR RESERVATION:  AUTHORIZED ON ORDERS: <input type="checkbox"/> YES <input type="checkbox"/> NO SIZE: <input type="checkbox"/> COMPACT <input type="checkbox"/> STANDARD <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> FULL  OTHER INFO:			
24. REASON/JUSTIFICATION FOR NOT BOOKING NAVY BQ OR COMMERCIAL LODGING THROUGH CTO:							
25. REMARKS							
26. LEAVE ADDRESS:				27. PHONE NUMBER:		28. LEAVE DATES:	
29. LINE OF ACCOUNTING DATA:				30. SDN:		31. CIC:	
NOTES: 1. GOVERNMENT AIR/GOVERNMENT PROCURED AIR TRAVEL IS DIRECTED. 2. A PORTCALL ISSUED BY NAVPTO OR THE TRANSPORTATION SECTION IS AN OFFICIAL MODIFICATION TO ORDERS. FAILURE TO REPORT AS ORDERED IS PUNISHABLE UNDER THE UCMJ.							
PRIVACY ACT STATEMENT: THE INFORMATION REQUESTED ON THIS FORM IS PROTECTED UNDER AUTHORITY OF 5 U.S.C 552a AND THE JOINT TRAVEL REGULATIONS FOR USE IN ARRANGING TAD TRAVEL ARRANGEMENTS. THIS FORM IS USED IN PREPARING AN ACCURATE TRAVEL ITINERARY AND REMAINS A PART OF THE FILE FOR THE AUTHORIZED TRAVEL INVOLVED. DISCLOSURE OF THE REQUESTED INFORMATION IS VOLUNTARY, HOWEVER COMPLETION OF THE FORM IS NECESSARY BEFORE TRANSPORTATION CAN BE AUTHORIZED. FAILURE TO PROVIDE ANY OF THE REQUESTED INFORMATION MAY RESULT IN DISAPPROVAL OF THE TRAVEL REQUEST.							
32. MEMBER'S SIGNATURE:		33. DATE:		34. AUTHENTICATED BY:		35. DATE:	